

Employee Misconduct Reporting Process Flowchart

EMPLOYEE HAS A MISCONDUCT CONCERN

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Does it involve the employee's immediate supervisor?

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No

Yes

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Report concern to immediate supervisor

Submit report directly via PSW portal

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Does supervisor believe a formal report is needed?

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Yes

No

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Submit PSW report

Supervisor resolves or monitors

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Does the report involve the Superintendent?

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No

Yes

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Superintendent investigates and responds

Employee sends email report to Board President